

Change of Customer Details Form



This form will be scanned electronically; please help us to deal with your request correctly by writing inside the boxes in BLOCK CAPITALS and using black ink.

- If other members of your household also hold an account with Harpenden Building Society and require their details updating, they will also be required to complete a form.
- Please note, if an account is held in joint names, or on behalf of someone else, we will only change your residential address and the correspondence address of the account, if indicated below. The other account holder will be required to complete a separate form in order to amend their own residential address and contact details.

1. YOUR DETAILS

Title	☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other
Forename(s)	
Surname	
Date of Birth	

Have you registered for our Online Services? ☐ Yes ☐ No

Account(s) affected by the change, including accounts for which you hold Power of Attorney, Court of Protection, or for which you are correspondent

If you have more accounts to list, please mark this box with an X, and list them on the reverse of this form. ☐

2. CHANGE OF ADDRESS

Previous address and/or contact details (complete where relevant)

Property Number / Name	Home number
Street	
Town	
County	Postcode
Email address	
Landline number	
Mobile number	

Your new details

Effective date of new address	
Property Number / Name	Home number
Street	
Town	
County	Postcode
Email address	
Landline number	
Mobile number	

Please turn over

3. CHANGE OF NAME

PLEASE NOTE, we will require sight of the documentation evidencing your new name, such as a Marriage Certificate, Deed Poll, Statutory Declaration, Civil Partnership certificate, Gender recognition certificate or Decree nisi.

Your new details

Title	☐ Mr	☐ Mrs	☐ Miss	☐ Ms	☐ Other	
Forename(s)						
Surname						
Email address						
Home number				Mobile number		

4. CHANGE OF SIGNATURE

Identification required: Please see our list of acceptable identification either on our website in our savings section, or ask a member of staff for an ID requirements booklet.

Reason for change of signature:

Name		Name	
Old signature		New signature	

5. CHANGE OF INTEREST INSTRUCTIONS

Please arrange for the interest on my/our* above mentioned account to be:

☐ Added to my/our account ☐ Transferred electronically to my/our* account as below:

*Delete where applicable

Bank name			
Sort code		Account number	
Account name			
Bank address			

6. YOUR CONFIRMATION

Once this form has been completed, please take it into your local branch, or return it to:

Harpenden Building Society, Member Services Team, FREEPOST SB165, Mardall House, 9-11 Vaughan Road, Hertfordshire, AL5 4HU.

If you hold any other product with the Society, we will inform the relevant team of your new details. If they require anything further they will contact you directly.

Please sign	
Please print name	
Date	

FOR OFFICE USE ONLY

Date received	Signatures verified	Documentation checked
CIN	Date changed	Staff initial